

California _____ Library Literacy Service

California Library Literacy Services AmeriCorps Member

X (1) **Full time** (1700 hrs/year) _____ **X (11)** **Half Time** (900 hrs/year)

OR

6 Full time **OR** any combination thereof

Job Description

*****SAME FOR ALL PROPOSED POSITIONS*****

Importance of Position: "Gets things done" that increase community awareness of, involvement in and support for library literacy services, and for the adults and children whose lives are changed by them every day.

Qualifications:

- Be 17 years of age or older, speak English well, and have the ability to read and write English at a 12th grade level. (**NOTE:** Where sites intend to use their members as tutors in K-12 schools, a minimum of an A.A. degree may be required. Check with your local school district to determine if this is required, and recruit accordingly.)
- U.S. citizen, U.S. national, or lawful permanent resident alien of the U.S.
- Ability to be sensitive, patient, understanding and respectful of learners' situations, needs and goals.
- Willingness to be creative, flexible, enthusiastic and have a sense of humor.
- Have good communication, listening, leadership and organizational skills.
- Ability to establish and maintain effective working and community relations.
- Possess or willing to learn relevant computer skills, at minimum word processing and e-mail.
- Willingness to be fingerprinted and have a background check completed.
- If position requires driving on library business, candidate must possess a valid California Driver's license and meet requirements of the local library jurisdiction regarding driving record and insurance coverage.

Responsible To: Lorrie Mathers _____, Library's AmeriCorps Site Supervisor

Responsibilities:

1. Attend and successfully complete all required training programs.
2. Assist Library staff with all aspects of volunteer resource management -- from writing volunteer job descriptions through recruitment, selection, training, support, feedback and recognition.
3. With assistance and support of Library staff, develop a local planning task force to design and carry out at least one local "Day of Service" project to raise

awareness of, and volunteer and other resources for literacy issues and services. This task force will include a Wal*Mart representative, as well as other community partners.

4. Provide accurate and timely reporting of outcomes measures data.
5. Carry out the following activities in the following literacy services provided by our library *(List below the specific duties this AmeriCorps Member will be performing)*:
 - Assist with the intake process of potential students
 - Assist with preparations for tutor trainings
 - Perform clerical duties as needed (filing, etc.)
 - Assist with planning and providing Families For Literacy programming (reading, activities, etc.)
 - Other Literacy duties as assigned

Training Required and Provided: Five day pre-service training on goals, procedures and skills required for participation in the California Library Literacy Services AmeriCorps Initiative; local library literacy service Tutor Training program and periodic local staff meetings and in-service training; First Aid and CPR training; mid-year statewide video-conference/webcast; additional local in-service training; a meeting with the Library Director to explore library careers; and a "Life After AmeriCorps" session toward the end of service.

Benefits of Service:

- Opportunity to make a difference in peoples' lives.
- Opportunity to practice and/or learn new skills such as providing literacy services, volunteer resource development, and event planning.
- Full time members receive an education allotment upon completion of one year of service.

Time Commitment: X Full time (1700 hrs/year) X Half Time (900 hrs/year)

Length of Commitment: One year

Grounds for Termination:

- Breach of confidentiality
- Not carrying out assigned responsibilities
- Engaging in prohibited service activities on AmeriCorps time
- Violating local library jurisdiction policies and procedures

Contact Person (Site Supervisor Name and Phone):

Lorrie Mathers, Literacy Coordinator
(909) 387-5730

Date Revised: August 2003